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66-494

4 FEB 1966

**MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
Deputy Director for Support**

1. The Director has requested that we establish a formal, systematic arrangement within the Agency to ensure that the activities, accomplishments, inadequacies, and plans at all levels of the Agency are kept under continuing review. He has asked that each Deputy Director take regular and deep looks at the current and projected work of all components within his jurisdiction.

2. The objectives of such a system are:

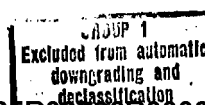
a. To make certain that the press of day-to-day affairs does not prevent the Agency's top managers from assessing workloads and programs, issuing guidance to subordinates, taking corrective actions as may be required, and developing fresh approaches to long-standing issues; and

b. To keep the Agency in a constant state of improvement.

3. It is, of course, understood that each of you, in carrying out your duties, has developed ways and means of keeping informed of your directorate's activities and of directing its work. What the Director requires is the development of a systematic procedure to accomplish the objectives set forth above. The system is your responsibility to arrange as most befits your directorate. As a suggestion, I think you will want to arrange periodic and recurring briefings of you by each of your subordinates in charge of echelons just below the division or office level.

4. You are also invited, of course, to feel free to obtain advice or information relating to your directorate as may be available

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to the Inspector General or the Director of Planning, Programming, and Budgeting.

5. Please let me know by mid-February how you intend to proceed to meet the DCI's request.

/s/

**L. K. White**  
**Executive Director-Comptroller**

cc: IG  
D/PPB

O/ExDir/HKnoche:blp

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